

## COMMITTEE OF ADJUSTMENT VIRTUAL PUBLIC HEARING INFORMATION

Note: During the Declared Emergency in the City of Toronto, Committee of Adjustment Public Hearings continue to be conducted publicly and are being conducted by electronic means through Webex, an on-line digital platform, and streamed on the Toronto City Planning YouTube Channel. These measures are necessary to comply with physical distancing requirements and a Provincial Order that limits attendance at public gatherings.

- For those who wish to participate, by telephone, computer, smartphone or tablet by Webex (see pre-registration requirements below); and
- For those who wish to observe, by YouTube (Toronto City Planning channel) <https://www.youtube.com/channel/UCudbgOL5gua8MaaUXUpEISQ>
- **Sending an e-mail with your comments.** Written submissions (in pdf format) to the Committee of Adjustment must be e-mailed to [coa.tey@toronto.ca](mailto:coa.tey@toronto.ca) no later than 4:30 pm on Wednesday, June 3, 2020.
- **Participating in the Webex public virtual hearing by telephone or computer/smartphone/tablet.** To participate in the public Webex virtual hearing, you must register in advance no later than 4:30 pm on Monday, June 8, 2020. To register, either call 416-392-7565 and leave a voicemail or send an e-mail to [coa.tey@toronto.ca](mailto:coa.tey@toronto.ca). Provide your name, address, phone number, e-mail address and file number(s) you wish to speak to. When we receive your registration request, we will confirm your attendance and provide you with a confirmation message and instructions for participating in the public hearing.

Information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable the Committee to make its decision on this matter. This information will become part of the public record and will be posted online through the Application Information Centre: <https://www.toronto.ca/city-government/planning-development/application-information-centre/>

If you do not participate in the public WebEx, or express your views in writing, the Committee may make a decision in your absence, and may recommend changes to the proposal.

## **TO VIEW THE MATERIALS IN THE APPLICATION FILE**

Application plans and other related materials are available to be viewed **online** by visiting the Application Information Centre at <https://www.toronto.ca/city-government/planning-development/application-information-centre/>

If you are not able to view plans online, copies of application submissions can be obtained by contacting the Committee of Adjustment office by e-mail at [coa.tey@toronto.ca](mailto:coa.tey@toronto.ca). Service fees may apply.

## **RECEIVING A COPY OF THE COMMITTEE'S DECISION**

- The Committee will announce its decision on the application at the Public Hearing.
- To receive a copy of the Decision, contact the Committee of Adjustment office by e-mail at [coa.tey@toronto.ca](mailto:coa.tey@toronto.ca) and provide the following: your name; address; e-mail address; date of hearing; file number; and address of the subject property.
- If you wish to appeal a Decision of the Committee, you must file your written request for a decision with the Deputy Secretary-Treasurer.
- Be advised that the appeal body may dismiss an appeal of the minor variance Decision if the person or public body that filed the appeal did not make a submission to the Committee of Adjustment prior to the Decision having been made.